



Jet Propulsion Laboratory  
Invoice Management Section  
Mail Stop 601-209  
4800 Oak Grove Drive  
Pasadena, CA 91109-8099

Invoice Instructions

## Blanket Purchase Agreement (BPA) or Indefinite Delivery Subcontract (IDS) Invoicing Instructions

Dear Supplier:

In order for JPL to manage and process your organization's invoice in a timely manner, you must submit an invoice that meets the requirements outlined below.

Submit the invoice and any required backup documents through email or regular mail:

1) Send an email to  
[ap.invoices@jpl.nasa.gov](mailto:ap.invoices@jpl.nasa.gov) with the invoice  
and backup documents attached in one of  
the following electronic record file formats:  
.pdf, .tif, .jpg, .bmp, or .gif

OR 2) Mail the **original invoice** to:  
Jet Propulsion Laboratory  
Invoice Management Section  
Mail Stop 601-209  
4800 Oak Grove Drive  
Pasadena, CA 91109

### Invoice Requirements

- ☒ 1. Invoice date
- ☒ 2. JPL BPA or IDS number
- ☒ 3. Tax Identification Number (TIN)
- ☒ 4. Invoice number
- ☒ 5. Remittance address
- ☒ 6. Order Release Number (if known at time of invoice) with the following detail for each Order Release:
  - ☒ 6.1. Order date
  - ☒ 6.2. Authorized JPL order releaser
  - ☒ 6.3. Description of item or service
  - ☒ 6.4. Price, quantity and subtotal of each item or service
  - ☒ 6.5. Invoice subtotal
  - ☒ 6.6. Applicable state sales, use tax, or federal excise tax percentage and amount
- ☒ 7. Freight cost
- ☒ 8. Total amount due
- ☒ 9. If freight costs exceed \$100.00, you must attach a copy of the freight bill. If you do not have the freight bill, complete and sign the statement below and either include it on the invoice or attach it separately to the invoice.

*"I certify that the shipments identified below have been made, transportation charges have been paid by (supplier name), and paid freight or comparable receipts are not obtainable."*

Order Release Number (missing freight bill only): (fill in)

Destination: (fill in)
- ☒ 10. Certification wording, authorized signature, printed name, email, and phone number

*"I hereby certify that the above invoice is correct and just, that payment therefore has not been received, and that the invoice is presented with the knowledge that the amount paid hereunder will become the basis of a claim against the United States Government."*

<hr/> <i>Authorized Signature</i>	<hr/> <i>Name (Please Print)</i>
<hr/> <i>Email</i>	<hr/> <i>Phone Number/Extension</i>
- ☒ 11. Numbered pages



Web Site: <http://invoice.jpl.nasa.gov>  
Email: [invoice@jpl.nasa.gov](mailto:invoice@jpl.nasa.gov)  
Phone: (818) 354-7768

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## Notes

- A. These instructions, which are made part of your subcontract by reference, are intended to provide guidance regarding submitting invoices to JPL so that we can process them for payment as quickly as possible. Regardless of these instructions, all JPL subcontractors remain solely responsible for compliance with the terms and conditions of their subcontracts and all applicable laws. To the extent of any inconsistency between these instructions and the corresponding subcontract, please refer to the Order of Precedence General Provision.
- B. The attached sample invoices are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by your subcontract, including these instructions. Invoices must be prepared on commercial invoices (e.g. company's letterhead). We cannot accept invoices prepared on a Public Voucher SR # 1034 form.
- C. We take the following steps in an attempt to pay every invoice that complies with these instructions within 30 days of invoice receipt at JPL Invoice Management Section:
  - 1. Once we receive your invoice, we review each invoice for the above requirements.
  - 2. If the invoice does not meet any of the requirements, we will contact you ASAP and may request a correction and/or resubmission.
  - 3. We then send your invoice to the JPL order releaser for review and approval.
  - 4. Once we receive approval from the order releaser, we will process your invoice for payment.
- D. For faster payment, IMS recommends signing up for Electronic Funds Transfer (EFT). Please visit <http://invoice.jpl.nasa.gov/IMS-Forms.cfm> and download the EFT Authorization form.



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## SAMPLE INVOICE – BLANKET PURCHASE AGREEMENT

The attached sample invoices are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by the subcontract, including these instructions.

- |   |  |
|---|--|
| 1. Invoice Date: 7/1/2008<br>2. JPL BPA or IDS Number: 1234567<br>3. TIN: 12-3456789<br>4. Invoice Number: 10-234-6 | 5. Remit To:<br>ABC Company<br>ABC Company Accounts Receivable<br>567 Any Street<br>Anytown, VT 12345-1234 |
|---|--|

6. Order Release Number	6.1. Order Date	6.2 JPL Order Releaser	6.3 Description	6.4		
				Price	Quantity	Subtotal
1469376	5/23/2006	John Smith	Ergonomic desk chairs	\$230.00	6	\$1380.00
6.5 Invoice Subtotal						\$1380.00
6.6 California State Sales Tax (8.25%)						\$110.40
7. Freight						\$40.00
8. Total Amount Due						\$1,530.40

9. Freight Bill	
If freight costs exceed \$100 and you do not have the freight bill, please complete the statement below and fill in the required information.	
<i>"I certify that the shipments identified below have been made, transportation charges have been paid by (supplier name), and paid freight or comparable receipts are not obtainable."</i>	
Order Release Number (missing freight bill only):	1234567
Destination:	Pasadena, CA

9. "I hereby certify that the above invoice is correct and just, that payment therefore has not been received, and that the invoice is presented with the knowledge that the amount paid hereunder will become the basis of a claim against the United States Government."

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Number/Extension



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